



Advancing the science of learning and behavior change in health care



GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service Authorized Federal Supply Schedule Price List 2019

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.

Professional Services Schedule

Industrial Group: 00CORP

Contract Number: GS00F266CA

**For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

Contract Period: 8/25/2015 - 8/24/2020

Contractor: PRIME Education, LLC
5900 N Andrews Ave, Suite 500
Fort Lauderdale, FL 33309-2370

Business Size: Small

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

Telephone: (954) 718-6055

Extension:

FAX Number: (954) 800-2404

Web Site: www.primece.com

E-mail: K.Moreo@primeinc.org

Contract Administration: Kathleen Moreo

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
541-1000	541-1000RC	Other Direct Costs (ODCs); Expenses Other Than Direct Labor Hours
541-3	541-3RC	Web Based Marketing Services
541-4D	541-4DRC	Conference, Events and Tradeshow Planning Services
541-4F	541-4FRC	Commercial Art and Graphic Design Services
874-4	874-4RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
874-9	874-9RC	Off-the-Shelf Training Devices and Training Materials: Print, Electronic, Audio-Visual, Multi-Media, and Simulation Training Devices
00CORP-500	00CORP-500RC	Order-Level Materials (OLMs): Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA).

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
- Maximum Order:** \$1,000,000.00
 - Minimum Order:** \$100.00
 - Geographic Coverage (delivery Area):** Domestic and Overseas
 - Point(s) of production (city, county, and state or foreign country):** Same as company address
 - Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
 - Quantity discounts:** See below:

AIMS SINs: 0.5% discount on task orders valued at \$250,000

MOBIS SINS: 1% on task orders with value of \$10,000 - \$14,999
2% on task orders with value of \$15,000 - \$19,999
3% on task orders with value over \$25,000

- 8. Prompt payment terms:** Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address(es):** Same as company address
- 15. Warranty provision.:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A

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20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:** www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 884859117
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
27. **Final Pricing:**
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Item	SIN	Awarded Labor Category	Site	Year 1
1	874-4	Bookkeeper	Both	\$89.59
2	874-4	Computer Programmer	Both	\$136.74
3	874-4	Copy Editor	Both	\$94.30
4	874-4	Education Coordinator	Both	\$94.30
5	874-4	Event Assistant	Both	\$103.73
6	874-4	Event Coordinator	Both	\$108.45
7	874-4	Event Monitor	Both	\$117.88
8	874-4	IT Support	Both	\$94.30
9	874-4	Lead Website Developer	Both	\$141.45
10	874-4	Logistical Support	Both	\$70.73
11	874-4	Medical Director	Both	\$235.76
12	874-4	Multi-Media Specialist	Both	\$117.88
13	874-4	Network Administrator	Both	\$127.31
14	874-4	Production Coordinator/Specialist	Both	\$80.16
15	874-4	Production Specialist	Both	\$89.59
16	874-4	Project Director	Both	\$165.03
17	874-4	Project Manager	Both	\$146.17
18	874-4	Senior Technical/Scientific Writer	Both	\$155.60
19	874-4	Technical/Scientific Editor	Both	\$141.45
20	874-4	Technical/Scientific Graphic Designer	Both	\$99.02
21	874-4	Technical/Scientific Program Director	Both	\$188.60
22	874-4	Technical/Scientific Writer	Both	\$142.52
23	874-4	Physician's Accreditation (ACCME)	Both	\$7052.50
24	874-4	Pharmacist Accreditation (ACPE)	Both	\$4533.75
25	874-4	Nursing Accreditation (ANCC)	Both	\$4533.75
26	874-4	Other Accreditation, each accreditation (ADA; APA; AANP; CCMC; AAMA; CHES; CA Board, FL Board)	Both	\$3425.50
27	541-3, 541-4F	Computer Programmer	Both	\$160.74
28	541-3, 541-4F	Copy Editor	Both	\$122.86
29	541-4D	Event Assistant	Both	\$125.00
30	541-3, 541-4F	Event Coordinator	Both	\$139.61
31	541-4D	Event Manager	Both	\$165.00
32	541-3, 541-4F	Graphic Designer	Both	\$134.02
33	541-3, 541-4F	IT Support	Both	\$128.44
34	541-3, 541-4F	Lead Website Developer	Both	\$167.53
35	541-3, 541-4F	Level 1 Writer	Both	\$139.61
36	541-3, 541-4F	Level 2 Writer	Both	\$167.53
37	541-4D	Logistical Support	Both	\$111.69
38	541-3, 541-4F	Multi-Media Specialist	Both	\$139.61
39	541-3, 541-4F	Network Administrator	Both	\$149.65
40	541-4D	Onsite Program Monitor	Both	\$125.00
41	541-4D	Onsite Registrar	Both	\$122.86
42	541-3, 541-4F	Production Assistant	Both	\$106.10
43	541-3, 541-4F	Production Manager	Both	\$167.53
44	541-3, 541-4F	Production Specialist	Both	\$111.69
45	541-3, 541-4F	Project Director	Both	\$182.91
46	541-3, 541-4F	Project Strategist	Both	\$173.11
47	541-3, 541-4F	Technical/Scientific Editor	Both	\$167.53
48	541-3, 541-4F	Technical/Scientific Graphic Designer	Both	\$139.61
49	541-3, 541-4F	Technical/Scientific Writer	Both	\$223.38

Item	SIN	Course Name	Site	Length	Min Part	Max Part	Year 1
1	874-4	2012 Update on Antiretroviral Therapy for Patients Infected with the Human Immunodeficiency Virus (HIV) Who are Treatment Naïve	Both	2 hours	1	N/A	\$22.67
2	874-4	Addressing Cultural Competence in Healthcare	Both	1 hour	1	N/A	\$13.60
3	874-4	Best Practices to Achieve Cultural Competence in Healthcare	Both	1 hour	1	N/A	\$13.60
4	874-4	Child Abuse, Elder Abuse and Intimate Partner Violence: The Many Faces of Domestic Violence	Both	2 hours	1	N/A	\$22.67
5	874-4	Environmental, Medical and Surgical Safe Practices in Infection Control	Both	2 hours	1	N/A	\$22.67
6	874-4	Essentials of Case Management: Certification Review Course for Case Managers, Module 1 & Module 2	Both	Module I - 20 hours; Module II - 4.5 hours	1	N/A	\$166.24
7	874-4	Improving you Ability to Manage Patients in End of Life Care	Both	1 hour	1	N/A	\$22.67
8	874-4	Maryland Board of Nursing: RN-WCCM Certification Course	Both	16 hours	1	N/A	\$149.87
9	874-4	Medical Errors and Risk Management: Improving Patient Safety Beyond the Hospital, Updated 2012	Both	2 hours	1	N/A	\$27.20
10	874-4	Preventing Medication Errors to Improve Patient Outcomes	Both	2 hours	1	N/A	\$23.58
11	874-4	Substance Abuse in the Adult Patient: Strategies for Mental Health Providers, General and Dental Health Providers, and Other Practitioners	Both	2 hours	1	N/A	\$22.67
12	874-4	2012 Update on Antiretroviral Therapy for Patients Infected with the Human Immunodeficiency Virus (HIV) Who are Treatment Naïve	Both	2 hours	1	N/A	\$20.15
13	874-4	Audio Case Studies for the Healthcare Team	Both	2 hours	1	N/A	\$39.49
14	874-4	Child Abuse, Elder Abuse and Intimate Partner Violence: The Many Faces of Domestic Violence	Both	2 hours	1	N/A	\$20.15
15	874-4	Environmental, Medical and Surgical Safe Practices in Infection Control	Both	2 hours	1	N/A	\$20.15

16	874-4	Improving your Ability to Manage Patients in End of Life Care	Both	1 hour	1	N/A	\$20.15
17	874-4	Medical Errors and Risk Management: Improving Patient Safety Beyond the Hospital, Updated 2012	Both	2 hours	1	N/A	\$24.18
18	874-4	Substance Abuse in the Adult Patient: Strategies for Mental Health Providers, General and Dental Health Providers, and Other Practitioners	Both	2 hours	1	N/A	\$20.15
19	874-9	Cultural Competency: A Pocket Guide for Managed Care Professionals - MFC Price \$1,110 Pk of 500 units	Both	N/A	1	N/A	\$1007.50
20	874-9	Bridging the Gaps in Recognition and Management of Comorbid Depression Pocket Guide - MFC Price \$1,110 Pk of 500 units	Both	N/A	1	N/A	\$1007.50
21	874-9	Behavioral Health Transitions for Care Pocket Guide for Military Health Care Professionals - MFC Price \$1,110 Pk of 500 units	Both	N/A	1	N/A	\$1006.49

SIN	SUPPORT PRODUCT/ LABOR (ODCs)	Unit of Issue	Site	CEILING PRICE/RATE OFFERED TO GSA (including IFF)
541-1000	Banner 94 x 46, 13 oz smooth banner material	per unit	Both	\$495.10
541-1000	Buffet Lunch for 500 participants	500 people	Both	\$30,255.92
541-1000	Bulk Mail Processing and USPS 2000 pieces	.75 per piece	Both	\$1,100.22
541-1000	Mid-morning or Mid-afternoon Break for 500 participants	500 people	Both	\$11,002.15
541-1000	Podium Signage 20 x 15	per unit	Both	\$30.81
541-1000	Poster 22 x 28 mounted	per unit	Both	\$77.02
541-1000	Poster 24 x 36 mounted	per unit	Both	\$121.02
541-1000	Printing of invitations 6.8x5.7 4/2, color-bleeds and spot varnish, C2S 100 lb cover	8000 units	Both	\$5,226.02

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Consolidated Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA

matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Description of Labor Categories:

Medical Director: Responsible to oversee the scientific, technical and medical accuracy and validity of products and services developed by the Company; directs all content planning and development; provides scientific/medical education and training; and moderates scientific/technical/medical events and programs.

Requires a current Physician's license, at least 5 years of experience as a practicing physician, and 5 years' experience in instructional design.

Technical/Scientific Program Director: Responsible for identification, design and oversight of adult learning components of the educational products and services delivered by the company; directs and oversees the content team, engaging principles of adult learning; designs and develops content of a highly scientific, technical and/or medical nature; develop; identifies, procures and trains faculty for scientific/medical/technical programs and presentations. Requires an advance practice degree such as a M.Ed or PhD and demonstrated experience in principles of adult learning and 5 years of experience.

Project Director: Provides expertise and guidance to all projects under execution. Manages the day-to-day operational and tactical aspects of multiple or large scale projects and reduces risk; supervises managers working on project activities within practice. Oversees consultants, processes and performance to assure delivery of programs and contracts within the highest terms of quality outlined by the organization's policies and procedures and outlined in the customer's contract specifications; serves as key participant in team and client meetings. Provides overall financial guidance, resolves complaints and grievances. Requires advanced training and certification and 5 years of experience in project management.

Senior Technical/Scientific Writer: Manages necessary research and ensures all scientific/technical, articles, reports, brochures, and/or monographs are completed according to standards set for order, clarity, conciseness, style, terminology and technical content. Develops content commensurate with principles of adult learning and aligned with innovative types of new educational programs offered by the company. Confers with internal staff and external faculty and/or consultants to review content and specifications. Ensures adherence to predetermined deadlines.

Requires a master's degree in journalism, communications or a related writing field and 3 years of experience.

Project Manager: Provides direct supervision of the assigned project; oversees strategic direction, provides a clear business plan for the delivery of the order, coordinates with internal staff, communicates regularly with customer representative(s), monitors and evaluates performance to contract and customer requirements.

Requires bachelor's degree or higher education and 5 years of experience.

Technical/Scientific Writer: Works collaboratively with other technical writers and editors to complete assigned projects. Conducts research and writes a variety of technical/scientific articles, reports, brochures, monographs and other materials for a wide range of audiences. Organizes material and completes technical writing assignments according to standards set for order, clarity, conciseness, style, terminology and technical content. Reviews published materials and recommends revision and changes in scope, format and content. Selects photographs, drawings, sketches, diagrams and charts to illustrate material.

Requires a bachelor's degree in journalism, communications or a related writing field and 2 years of experience.

Technical/Scientific Editor: Responsible for completing quality copy and technical /scientific editing and content review of all final drafts. Ensures fluency and clarity of all developed components. Verifies accuracy of written content through technical/scientific resources. Collaborates with other members of the team to develop quality final material, ensuring compliance of all components. Interacts with members outside his/her department to discuss final drafts and make necessary changes.

Minimum requirement Bachelor's Degree, Master's Degree preferred, and 3 years of experience.

Copy Editor: Ensures consistency in use of abbreviations, punctuations, and other standardized content. Obtains scientific articles, references and related as directed. Assists with basic text and table formatting in presentations, articles and other documents. Collaborates with other members within the department to develop quality final material.

Requires an Associate's Degree in English, Journalism or related field and 2 years of experience.

Lead Website Developer: Supervises day to day activities of the IT Department. Develops and manages web advertisement and new products. Communicates with customers, clients in order to ensure quality deliverables. Oversees website security to ensure confidentiality of customers records. Manages budgets, procurement of dedicated servers, web services, equipment, licenses and contracts.

Requires Bachelor's Degree in Computer Science, Information Technology or related field and 5 years of experience.

Computer Programmer: Responsible for writing, updating and maintaining computer programs and software packages, conducting trial runs of programs and software applications to be sure they will produce the information required, preparing charts and diagrams that describe input and output and logical operation and converting them into computer language. Requires a Bachelor's Degree in Computer Science and 3 years of experience.

Network Administrator: Manages all on-site and off-site server communications including web, email, and database administration. Responsible for server backups, security updates, program upgrades, network connectivity, and hardware issues that arise in the server environment. Assists in the development of web programming applications that interact with the server environment as directed by the Website Developer. Designs and develops web pages for events, conferences, symposia and/or other projects as well as program registration. Maintains online database of program users, develops e-invitations and messaging, sends email blasts and email reminders as part of each project.

Requires a Bachelor's degree in Computer Science or related field and 3 years of experience.

Multi-media Specialist: Responsible to identify, create, layout and execute design concepts, graphic designs, illustrations and animations as directed by the Production Manager. Creates custom artwork when necessary. Implements layout of technical manuals and drawings, posters, invitations, syllabi, announcements and other print materials. Provides technical expertise to develop, design and create special-effects for videos, interactive Flash programs, and other online or media-based programs. Provides in-house studio services including, camera operation, audio mixer, lighting and post-production.

Requires Bachelor's Degree or Associates Degree in multi-media design or a related field and 3 years of related experience.

Technical/Scientific Graphic Designer: Professional with specialized skills in graphic art, illustrations and creative concepts. Develops and creates graphic designs for all print materials, provides layout of content, implements and modifies data tables, figures, graphs, charts and other forms of data charting for print materials. Coordinates with project manager to assure quality and timely designs for print materials.

Requires Bachelor's or Associate's Degree in Graphic Design and 2 years of experience.

IT Support: Assists in web development and maintenance of online website as well as other URLs. Responsible for adding, updating and editing new content and features to websites as identified and directed by the Lead Website Developer; monitors users of websites; maintains customer support through review, evaluation and integration of web systems; responds to all front-line support requests and delivers excellent customer service to meet deadlines and deliver products/services as required.

Requires Associate's Degree in computer related field or 2 years equivalence in experience.

Production Specialist: Manages the project timelines. ensuring that commitments are met on-schedule, with continuous quality improvement, and within assigned deadlines. Oversees traffic management and materials throughout the organization and maintains the program tracking log in order to communicate project status and approaching deadlines for all department individuals.

Creates PowerPoint templates and formats slide content to align with program standards, ensuring accuracy of graphical depictions; works in tandem with the Production Coordinator to ensure timely distribution and mailings of program documentation. Requires Associate's Degree or 3 years of equivalent experience.

Onsite Program Monitor: The Onsite program Monitor will perform a variety of administrative tasks and assure quality service to all program participants to support the overall mission. Responsible to monitor the on-site programs and address issues and concerns quickly and effectively. Requires Bachelor's degree or 2 years of equivalent experience.

Production Coordinator: Supports Production Specialist with administrative functions. Responsible for internal reproduction of program materials and company documents, and the coordination of mailings and fulfillment of internal and external invitations and other program material coordination to mail houses, or other courier services. Provides database management and maintenance. Prints requested shipping labels and coordinates mailing of all necessary correspondence.

Requires Bachelor's Degree or 2 year of equivalent experience.

Event Monitor: Serves as Monitor of live activities, captures audience questions to be included in subsequent outcomes reports; prepares presenters at the event; provides a written report of the program results to Management; facilitates Round-Table discussions or other mechanisms at event activities; tracks/obtains feedback from participants to be captured in subsequent outcomes reports; conducts live, telephonic and electronic educational interviews and needs assessment surveys, dynamically identifies and executes innovative questioning or verbal discussions that may be required to achieve successful outcomes in interviews and needs assessment surveys; efficiently compiles data and information obtained from interviews and surveys into formal reports.

Requires Bachelor's Degree and 3 years of experience.

Event Coordinator: Directly under the supervision of the Event Manager. Plans and coordinates logistics with participants/faculty, communicates with participants/faculty on an ongoing basis, communicates with vendor contacts, provides information regarding schedules and agendas to participants/faculty. Assists Event Manager with coordination and logistics planning for catering, audiovisual, and décor. Communicates with vendors and suppliers on a constant basis in order to ensure deadline adherence. Provides Event Manager with written daily status of event. Requires undergraduate Degree in meeting/event management or related field.

Requires 3 years of experience.

Event Assistant: Assists and supports the Event Manager with the development, implementation, and delivery of symposia/conference or meeting event. Assists the Event Coordinator by serving as liaison between vendors and internal staff to ensure seamless meeting/conference services. Assists in the arrangement of travel requirements, meeting,

facilities, guests and other as needed. Provides administrative support such as coordination of teleconferences, dictation, transcription of meeting minutes and any other document needed.

Requires Associate's Degree or higher and two years of experience.

Education Coordinator: Responsible to perform recruitment activities and to conduct telephonic and outside sales and marketing calls to identify and procure attendees for the symposia/conference or meeting event.

Requires Associate's Degree or 3 years of equivalent experience in customer service.

Logistical Support: Assists with onsite logistics; meets and greets participants/faculty at event, distributes name tags and information packets, distributes gift bags, in charge of sign-in sheets, answers questions related to event, provides support to the Event Manager and Coordinator.

Requires 2 years of experience.

Bookkeeper: Responsible for processing accounts payable, A/P coding, issuing checks, maintaining appropriate documentation and invoices on file, A/P postings to computer system, filing invoices, and mailing payables. Responsible for analysis of expenses to ensure appropriateness of account coding; assists in invoicing customers; processes purchases of supplies and materials.

Requires Associate's Degree or 3 years of equivalent experience.

Graphic Designer: Responsible for creating design solutions that have a high visual impact, developing design brief by gathering information and data through research and choosing the appropriate media and style to meet the client needs. Responsible for thinking creatively to produce new ideas and concepts.

Requires Bachelor's Degree or 3 years of equivalent experience.

Production Assistant: Ensures that producers have the necessary materials prior to editing/audio sessions or shoots and serves as communication facilitator between the various elements involved in the production on the set. Performs all tasks, on and off set, as required by actors/director/producer to their complete satisfaction.

Requires 2 years or experience

Event Manager: Responsible for managing events and ensuring deadlines and budgets are adhered to. Directs coordination of activities to prepare for the day of the event. Manages staff responsible for event coordination activities coordinate's details of events, book venues and negotiate fees.

Requires Master's Degree or 5 years of equivalent experience.

Onsite Registrar: Assist with onsite registration including transport of materials, setting up registration and attendee check-in, handle registration questions, concerns, updates, substitutions or changes, create and produce registration list, name badges, envelop labels prior

to event, create and send email reminders and confirmations or event updates, produce final report for program close-out.

Requires Bachelor's Degree or 2 years experience

Writer I: Develops scientific medical content for peer-reviewed journal articles, scientific monographs, and other print or e-print manuscripts from identical instructional designs. Collaborates with internal editorial staff to review and update content as needed, with the goal to achieve an accurate, quality-driven product. Also responsible to develop medical/ scientific presentation slide decks and interactive video from identified instructional design and perform literature review of clinical trials and ensure content developed is well structured, accurate, consistent, and in compliance with the company's standard operating procedures.

Requires Associates Degree or 2 years of equivalent experience

Writer II: The Medical Writer II is a professional possessing specialized skills in understanding and critical analysis of biomedical research as well as written scientific and medical communication; educational design, content planning and development; and editing of content. He/she is a member of the content department and is responsible to complete quality scientific and medical writing as assigned by the Director of Scientific Affairs (DSA). He/she may also take direction from the Director of Scientific Education and Outcomes (DSEO). He/she may also conduct medical editing and copy editing as assigned. The Medical Writer II is a self-starter with experience in planning and developing continuing education activities for healthcare professionals. The Medical Writer II relies on his/her experience and judgment to plan and accomplish goals with minimal oversight. In this role, the Medical Writer II collaborates with other colleagues and departments and is committed to flawless execution of its educational products and services.

Requires a Bachelor's Degree or 3 years experience

Production Manager: The production manager ensures that goods and services are produced efficiently and that the correct amount is produced at the right cost and level of quality.

Responsible to oversee the production process, draws up a production schedule; ensures that the production is cost effective; makes sure that products are produced on time and are of good quality; works out the human and material resources needed; drafts a timescale for the job; estimates costs and sets the quality standards; monitors the production processes and adjusts schedules as needed. Responsible for the selection and maintenance of equipment; monitors product standards and implements quality-control programs

Requires a Bachelor's Degree or 10 years experience

Project Strategist: Contributes to business development and thought leadership activities, Acts as an external resource, assembles strategic insight into presentation materials, performs competitive analysis and identifies gaps and opportunities. Conduct research, stakeholder interviews and brainstorming sessions. Act as an internal resource whenever possible. Collaborates with team to define project objectives and set key performance metrics.

Requires Bachelor's Degree or 8 years experience.